

<b>Accelerated SAP</b>		<b>BUSINESS PROCESS PROCEDURE</b>	
<b>State of Utah</b>	<b>Organization/Area: Time Administration</b>	<b>Payroll Department Report – Display Employee's Supervisor</b>	
File Name:	H:\TRAINDOC\FOLIO\Payroll\Usermanual\Reports - Display Supervisor.doc Display Employee's Supervisor	Release:	R/3 4.6C
Responsibility:	Time Entry Operator	Status: Completed	Issued: 8/30/2004 Revised:

## Overview

### Trigger:

An agency needs to verify that employees are set up with the correct supervisor.

<b>Business Process Procedure Overview</b>
<p>Employees entering their time in Employee Self Service must have their time approved by their supervisor in order to be paid.</p> <p>This report can be used to verify that the supervisor is correct for each employee. If the supervisor is not correct, make the correction in the Department of Human Resource's HRE system. The correction will update to the SAP HR/Payroll system the next workday.</p>

## Procedural Steps

### **1.1. Access transaction by:**

<b>Via Menu</b>	Reports - Other → Display Supervisor
<b>Via Transaction Code</b>	Z_DISPLAY_SUPERVISOR
<b>Via Favorites Menu</b>	Display Supervisor

Double click on "Display Supervisor" and the following screen will appear:

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Program Edit Goto System Help

**Display Employee's Supervisor**

Selections from


Payroll period


Payroll area 

☒ Current period

☐ Other period

Selection

Personnel number 

Organization key 

Page Breaks

☒ Yes

☐ No

Sort Options

☒ Sort by Employee Name

☐ Sort by Supervisor Name

Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Current period or Other period
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Page Breaks	Yes or No
Sort Options	Sort within Low Org by Employee Name or Supervisor Name

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**1.2.1 Specify the pay period for the Display Supervisor.** The screen has the selection of current period or other period.

- Current period
  - Use this option for the current open entry period.
- Other period
  - This report can be run for any pay period. Type in the pay period and calendar year.

**1.3 The “Personnel number” field may be used to select specific employees by entering the employee identification numbers.** Enter more than one EIN by clicking on the arrow box next to the “Personnel number” field. A box appears that allows entry of multiple EIN's. The “Personnel number” field should be left blank if using the agency “Organization key”.

**1.4 The “Organization key” field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, \*, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 org 0420, enter 100(space)0420\*. Enter multiple organization keys by clicking on the arrow box to the right of the “Organization key” field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 100, org 0420, and any distribution code.

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### Display Supervisor report sorted by supervisor name

Display Employee's Supervisor								
Display Employee's Supervisor								
<div> <div>Report: Z_ESS_DISPLAY_SUPERVISOR</div> <div> <div>Display Employee Supervisor</div> <div>For Pay Period Ending 08/13/2004</div> <div>Pay Period 16 2004</div> </div> <div> <div>Page : 1</div> <div>Run Date: 08/30/2004</div> <div>Run Time: 15:10:10</div> </div> </div>								
EMPLOYEE EIN	ABY	ORG	DIST	NAME	PIN	SUPERVISOR EIN	NAME	PIN
114709	180	8420	8000	Hansen Pamela	8308	109049	Austin Mark E	8281
112048	180	8420	8000	Howard Jeff F	8329	109049	Austin Mark E	8281
131207	180	8420	8000	Thomas Caroline J	8177	109049	Austin Mark E	8281
118238	180	8420	8000	Carpenter Frances J	8202	114709	Hansen Pamela	8388
111058	180	8420	8000	Frenchwood Betty J	8204	114709	Hansen Pamela	8388
107466	180	8420	8000	Henstron Jeanette U	8326	114709	Hansen Pamela	8388
137561	180	8420	8000	Sugino Barrie J	8327	114709	Hansen Pamela	8388
129561	180	8420	8000	Savin Kim	8168	112048	Howard Jeff F	8329
128483	180	8420	8000	Harley John T	8308	112048	Howard Jeff F	8329
138301	180	8420	8000	Haki Joseph Alan	8328	112048	Howard Jeff F	8329
109049	180	8420	8000	Austin Mark E	8281	118306	Oliker Kim S	8181

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### Display Supervisor report sorted by employee name

Report: Z_ESS_DISPLAY_SUPERVISOR				Display Employee Supervisor For Pay Period Ending 08/13/2004 Pay Period 15 2004				Page : 1 Run Date: 08/31/2004 Run Time: 10:28:55
EMPLOYEE EIN	ABY	ORG	DIST NAME	PIN	SUPERVISOR EIN	NAME	PIN	
109649	180	0420	0800 Austin Mark E	8201	118386	Oliver Kim S	8101	
116230	180	0420	0800 Carpenter Frances J	8202	114789	Hansen Pamela	8308	
111858	180	0420	0800 Frenchwood Betty J	8204	114789	Hansen Pamela	8308	
129661	180	0420	0800 Gavin Kim	8160	112048	Howard Jeff F	8329	
114709	180	0420	0800 Hansen Pamela	8308	109049	Austin Mark E	8201	
128483	180	0420	0800 Harley John T	8300	112048	Howard Jeff F	8329	
187486	180	0420	0800 Henstrom Jeanette U	8326	114789	Hansen Pamela	8308	
112848	180	0420	0800 Howard Jeff F	8329	109049	Austin Mark E	8201	
130301	180	0420	0800 Haki Joseph Alan	8326	112048	Howard Jeff F	8329	
137501	180	0420	0800 Sugino Barrie J	8327	114789	Hansen Pamela	8308	
131207	180	0420	0800 Thomas Caroline J	8177	109049	Austin Mark E	8201	

- 1.8 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.**

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## 2 The report heading contains the following information:

- The report number
- The report title
- Page number
- For pay period ending date
- Date the report was run
- Pay period number and year
- Time the report was run

### 2.2 The columns on the report are listed below with a brief description.

<b>EMPLOYEE EIN</b>	The employee's identification number.
<b>AGY</b>	The employee's agency number.
<b>ORG</b>	The employee's home org.
<b>DIST</b>	The employee's distribution code.
<b>NAME</b>	The employee's name.
<b>PIN</b>	The employee's position identification number from the HRE system.
<b>SUPERVISOR EIN</b>	The supervisor's identification number.
<b>NAME</b>	The supervisor's name
<b>PIN</b>	The supervisor's position identification number from the HRE system.